Inventory Import/Export CSV Format
Quick Sale v2.7

- UTF-8 Encoding
- Order of columns are not important
- Only columns that are being updated should be present

CSV COLUMN NAME	QUICK SALE FIELD	DESCRIPTION	
ID	Item ID	Item code or part number. If the Item ID exists in Quick Sale then the item will be updated. If the Item ID does not exist in Quick Sale then a new item will be created.	Required
Name	Name	Name of the item.	New Items: Required Updating: Optional
UPC/SKU	UPC/SKU	barcode or alternative code/part number	Optional
Description	Description	Description of the item	Optional
Type	Item Type	The type of item: S = Service I = Inventory N = Non-Inventory C = Charge D = Description If field is empty it will default to Non-Inventory	Optional
Price	Price	Price of the product or hourly rate of the service No thousands separator or currency symbol. Use only decimal separator. Correct: 1200.00 or 1200 Incorrect: 1,200.00 or 1,200 or $1,200.00 or $1200.00 If field is empty then it will default to 0.00	Optional
Cost	Cost	No thousands separator or currency symbol. Use only decimal separator. Correct: 1200.00 or 1200 Incorrect: 1,200.00 or 1,200 or $1,200.00 or $1200.00 If field is empty then it will default to 0.00	Optional
Taxable1	Tax 1	Item is taxable @ tax rate 1 (rate is specified in the settings section) Y = Yes N = No If field is empty it will default to No	Optional

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Taxable2	Tax 2	Item is taxable @ tax rate 2 (rate is specified in the settings section). Y = Yes N = No If field is empty it will default to No	Optional
onHand	Qty On Hand	Quantity on hand. Inventory items only. No thousands separator Use only decimal separator Correct: 1000.00 or 1000 Incorrect: 1,000.00 or 1,000 If field is empty it will default to 0	Optional
MinQty	Minimum Qty	If stock on hand is below this quantity then item will appear on the inventory reorder report. If field is empty it will default to 0	Optional

GroupAtSale	Group Item at Sale	This option changes the behavior of how items are added to the invoice (same for quotes, estimates, etc.)
		
		Y = Yes (ON)
		N = No (OFF)
		
		If this settings is ON then multiple quantities of the same item are grouped into one line, for example:
		
		Adding an item 3 times will show:
		
		`Qty    Description    Unit`
		`3      Labor          100.00`
		
		If this setting is OFF then a new line item will be added every time this item is added to the invoice, for example:
		
		Adding the item 3 times will show:
		
		`Qty    Description    Unit`
		`1      Labor          100.00`
		`1      Labor          100.00`
		`1      Labor          100.00`
		
		If field is empty it will default to No (OFF)
			Optional

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Active	Item is Active	Enables or disables the item. Inactive items do not appear in the sales screen. Y = Yes N = No If field is empty it will default to No	Optional
Categories	Category	The name of the category or subcategory that the item belongs to. • Multiple categories are separated by commas ",". • Subcategories are separated by ">>" (no quotes) • No spaces between the categories and subcategories. Example: Category 1>>Subcategory 1>>Subcategory 2 In this example the item will be added to Subcategory 2. Category 1, Subcategory 1, and Subcategory 2 will be created if they don't exist. Be careful with the spelling and extra spaces.	Optional
Favorites		Adds or removes the item to/from the Favorites category. Y = Yes N = No If field is empty it will default to No	Optional
Notes	Notes	Item private notes.	Optional
NotesType		Notes can be presented as warning when the item is added to the invoice, quote, estimate or work order. S = Standard note W = Show it as Warning If field is empty it will default to Normal	Optional